

25. THESIS SUBMISSION

- 25.1 The following procedures must be followed when submitting a thesis:
- 25.1.1 Students should notify in writing the Centre for Graduate Studies at least three (3) months before they intend to submit their theses using the specified notification form.
 - 25.1.2 The notification form is to be submitted together with the confirmation of payment for the Thesis Examination Fee (RM1,000 for Master and RM1,500 for PhD). In case of re-examination, the student must pay this fee again.
 - 25.1.3 Students must submit one draft copy of the thesis to the Faculty Graduate Committee before submitting the examiners' copies to ensure that the proper format has been followed and the content of the thesis meets the standard of the degree.
 - 25.1.4 The Faculty Graduate Committee must also ensure that the thesis is the student's original work for which he/she has not received recognition from any other University.
 - 25.1.5 The Faculty shall nominate a *Viva-voce* committee for the student one (1) month after the Notice of Submission is received.
 - 25.1.6 Sufficient number of copies of the thesis as requested by the respective Faculty must be submitted to the Faculty Graduate Committee, and upon a written approval, the copies will be sent to Centre for Graduate Studies for examination.
- 25.2 Following examination and upon corrections of all amendments as recommended by the examiners.
- 25.3 The student must submit a minimum of five (5) final hard bound copies and a soft copy (pdf format) of the approved thesis to the Centre for Graduate Studies together with the Final Submission form after the endorsement by Senate.
- 25.4 The student should also fill in the Graduation Form to facilitate in the arrangement for their graduation, convocation and award of their degree.